

CURRICULUM VITAE

Another way to brand yourself is through a curriculum vitae. Often, this is another word for an academic resume. Though, in some other countries, a person might refer to a resume as a curriculum vitae (or CV).

WHAT IS A CV?

The terms Curriculum Vitae, Vita, or CV are used interchangeably to summarize educational history and academic and scholarly accomplishments. The layout of the CV is similar to that of a resume but places more emphasis on teaching and research experience, publications (books, articles, research papers, unpublished manuscripts, or book chapters), and academic honors and awards. The use of a CV is preferred when applying for teaching or research opportunities, applying for fellowships or for further academic training. They are often also used by people in the arts or medical fields. Some research positions in industry may also prefer a CV since length is not a concern, which allows for completeness rather than brevity. While there is no single format or style for writing a CV, the following types of information are generally included:

Name and contact information

Education

Dissertation

- If you are working on or have recently finished your doctoral degree, at least include a brief, clear summary of your thesis topic in the Education section.
- Including a separate one- or two- page abstract of your thesis at the end of your CV is recommended, but optional. In this additional document, concisely summarize your thesis work, placing it within its scholarly context and noting its contribution to the field. Your summary should be comprehensible to readers outside your field, but scholarly enough to interest professionals within your area of expertise. If you do provide an abstract, write "(See Abstract Attached)" in the Education section, after the name of your thesis title.

Research Focus or Specialty

- Begin with a short section specifying Fields of Interest or Teaching Competencies instead of a statement of Professional Objective which is usually included on the resume.

COMMON SECTIONS INCLUDED ON A CV:

- Research Experience/Projects
- Conference Paper and Publications
- Fellowships and Awards
- Departmental and Community Service
- Languages/International Experience
- Other academic and/or professionally related experience

References

- If you list references, provide title, university affiliation, address, and phone number.

The order for listing your credentials will vary depending upon your background and the requirements of your discipline. You will want your most important information listed first, and unlike with a resume, the description of your responsibilities and accomplishments